



# CITY OF VENICE

## DEVELOPMENT SERVICES DEPARTMENT- PLANNING AND ZONING DIVISION

401 W. Venice Avenue, Venice, FL 34285

(941) 486-2626 ext. 7434 [www.venicegov.com](http://www.venicegov.com)

## SITE & DEVELOPMENT PLAN APPLICATION

Submit a complete application package to the Planning and Zoning Division. All information must be legible and will become a permanent part of the public record. Incomplete applications will not be reviewed and will be returned to the applicant/agent. Refer to the City of Venice Code of Ordinances Section 86-49(g) for complete site and development plan submittal requirements.

<b>Project Name:</b> Vicenza Amenity and Entry Features	
<b>Brief Project Description:</b> Amenity Tract Features (3,640 GSF Amenity Bldg, Pool, Parking Lot, Dog Park, Pickle Ball Courts) and Entry Features (215 GSF Guard House and Entry Gate and Sign); (The Amenity will be tract 400 of the plat and the Entry Features will be in tracts 600 and 602 as well as withing the proposed right-of-way.)	
<b>Address:</b> N/A Nokomis, Florida 34275 (per Property Appraiser)	
<b>Parcel Identification No.(s):</b> 0391-00-1020	
<b>Parcel Size:</b> 3.77 Acre (amenity tract);	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential
<b>Zoning Designation(s):</b> SJMR PUD	<b>FLUM Designation(s):</b> Mixed Use Residential Northeast Ngnbrhd
<b>Applicant/Property Owner Name:</b> Pamlico Point Management, LLC	
<b>Address:</b> 5800 Lakewood Ranch Boulevard, Sarasota, Florida 34240	
<b>Email:</b> jboone@boone-law.com	<b>Phone:</b> 941-488-6716
<b>Design Professional or Attorney:</b> Melanie D. Smith, PE, LEED	
<b>Address:</b> 6900 Professional Parkway East, Sarasota, Florida 34240	
<b>Email:</b> melanie.smith@stantec.com	<b>Phone:</b> 941-907-6900
<b>Authorized Agent (1 person to be the point of contact):</b> Jeffery A. Boone, Esquire (Agent)	
<b>Address:</b> 1001 Avenida Del Circo, Venice, Florida 34285	
<b>Email:</b> jboone@boone-law.com	<b>Phone:</b> 941-488-6716
<b>Fee:</b> The Zoning Administrator determines if a project is a minor or major site and development plan. A 35% reduction will be applied to concurrently filed land use petitions that qualify. Some projects may be assessed an extended technical review fee of \$1400: <input checked="" type="checkbox"/> Major Site & Development Plan \$4,700 <input type="checkbox"/> Minor Site & Development Plan 533 <input type="checkbox"/> Major Site & Development Plan Amendment \$2,300 <input type="checkbox"/> Minor Site & Development Plan Amendment \$533	
<i>Per Code Section 86-586, legal advertising and public notice fees in excess of \$50 will be billed after all public hearings, regardless of approval status. Other fees may include review of transportation/environmental reports and studies by the City's consultant, verification by a consultant of the accuracy of the legal description provided by the applicant/agent and City Attorney fees. These fees are billed separately and must be paid before the Planning Commission public hearing.</i>	
<b>BILL TO:</b> <input checked="" type="checkbox"/> APPLICANT <input type="checkbox"/> AGENT (SELECT ONE)	

Staff Use Only

Petition No. 18-125P

Fee:

RECEIVED

DEC 03 2018

PLANNING & ZONING



Application packages are reviewed by Planning for completeness within 3 business days, as outlined in the Technical Review Committee (TRC) Calendar. Packages must be submitted via hard & electronic copies, and additional copies may be requested. Large plans should be collated and folded to allow the bottom right corner visible. Concurrently filed applications must be packaged separately. Please indicate N/A if the document is not being submitted.

<input checked="" type="checkbox"/> <b>Application:</b> (15 hard copies)
<input checked="" type="checkbox"/> <b>Project Narrative:</b> Provide A statement describing in detail the character and intended use of the development, in addition to the short description on page one of the application. Confirm consistency with all applicable elements of the City's Comprehensive Plan. (15 hard copies).
<input checked="" type="checkbox"/> <b>CD with Electronic Files:</b> Provide PDF's of ALL documents, appropriately identified by name on one CD. All PDF's of site & development plans need to be signed and sealed. <i>The legal description for each parcel must be submitted in text format and will be verified by a consultant.</i>
<input checked="" type="checkbox"/> <b>Agent Authorization Letter:</b> A signed letter from the property owner, authorizing <u>one</u> individual to submit an application and represent the owner throughout the application process. This individual will be the single point of contact for staff (1 hard copy).
<input checked="" type="checkbox"/> <b>Statement of Ownership and Control:</b> Documentation of ownership and control of the subject property (deed). Sarasota County Property Appraiser or Tax Collector records will not suffice. Corporations or similar entities must provide documents recognizing a person authorized to act on behalf of the entity (1 hard copy).
<input type="checkbox"/> <b>Survey of the Property:</b> One signed and sealed survey that accurately reflects the current state of the property. Each parcel must have its own legal description listed separately on the survey, correctly labeled by parcel id. Date of Survey: Please see Preliminary Plat Application #18-02PP.
<input type="checkbox"/> <b>Concurrency Application and Worksheet:</b> (15 hard copies). *If a traffic study is required, contact Planning staff to schedule a methodology meeting. After the methodology meeting, two copies of the traffic study (signed, sealed, and dated), and electronic files (SYN, HCS files etc.) will be required. Please see Preliminary Plat Application #18-02PP documents.
<input type="checkbox"/> <b>School Concurrency (Residential Projects Only):</b> School Impact Analysis Receipt from Sarasota County dated 10 days prior to petition submittal (1 hard copy).
<input checked="" type="checkbox"/> <b>Public Workshop Requirements:</b> (Section 86-41) <input checked="" type="checkbox"/> Copy of Newspaper advertisement <input checked="" type="checkbox"/> Copy of notice to property owners <input checked="" type="checkbox"/> Copy of sign-in sheet <input checked="" type="checkbox"/> Written summary of public workshop (NOT APPLICABLE FOR MINOR SITE & DEVELOPMENT PLANS)
<input checked="" type="checkbox"/> <b>Common Facility Statements:</b> common facilities, such as recreation areas or structures, private streets, common open space, parking areas, access drives, etc., are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained (1 hard copy). Please see Preliminary Plat Application #18-02PP documents.
<input type="checkbox"/> <b>Stormwater Calculations:</b> Document addressing drainage concurrency by means of a certified drainage plan (signed and sealed, 2 hard copies). Please see Preliminary Plat Application #18-02PP documents.
<b>Site &amp; Development Plans: 15 sets of the following folded plans, including 3 signed, sealed, and dated (rolled plans not accepted):</b>
<input checked="" type="checkbox"/> <b>Site Plan:</b> containing the title of the project and the names of the project planner and developer, date and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show: a. Boundaries of the project, any existing streets, buildings, watercourses, easements and section lines; b. Exact location of all existing and proposed buildings and structures; c. Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic; d. Off-street parking and off-street loading areas; e. Recreation facilities locations; f. All screens and buffers; g. Refuse collection areas; h. Access to utilities and points of utility hookups; and i. Land use of adjacent properties.
<input checked="" type="checkbox"/> <b>Utility Plan Details (not an exhaustive list):</b> a. Potable water and wastewater main size and location; b. Manhole separation; c. Location of nearest fire hydrants; d. Water valve location; e. Distance from water main to proposed building; and, f. Access to utilities and points of utility hookups.
<input checked="" type="checkbox"/> <b>Storm drainage, potable water and wastewater collection system plans:</b> Include driveway dimensions and turning radius.
<input checked="" type="checkbox"/> <b>Landscaping plan (15 sets):</b> include types, sizes and location of vegetation and decorative shrubbery, showing provisions for irrigation and maintenance, and showing all existing trees, identifying those trees to be removed. <input type="checkbox"/> Existing Tree survey <input type="checkbox"/> Detailed inventory : Show all proposed trees and plants by type and size
<input checked="" type="checkbox"/> <b>Signage (15 sets):</b> Depict by dimension all ground and wall signage (location, size, height, and design), with an exterior lighting plan.
<input checked="" type="checkbox"/> <b>Architectural Elevations (15 sets):</b> definitions for buildings in the development; and exact number of dwelling units, sizes and types, together with typical floor plans of each type.

**Technical compliance must be confirmed 30 days before a public hearing will be scheduled. The applicant or agent MUST be present at the public hearing and will be contacted by staff regarding availability.**

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property for the duration of the petition.

Authorized Agent Name & Date: <u>Jeffrey A. Boone</u>	Applicant Name & Date:
Authorized Agent Signature: <u>[Signature]</u> <u>12/3/18</u>	Applicant Signature:



**Stantec Consulting Services Inc.**  
6900 Professional Parkway East, Sarasota FL 34240-8414

November 29, 2018

Via: Hand Delivery

File: 215614167

City of Venice  
401 West Venice Avenue  
Venice, Florida 34285

Attn: **Mr. Jeff Shrum**

Reference: **Vicenza Amenity and Entry Feature – Project Narrative (Updated from Original Narrative Dated August 10, 2018)**  
**Site & Development Application for the Amenity Center and Entry Feature within the Vicenza Subdivision**

Dear Mr. Shrum:

The following is intended to meet the requirements of a Project Narrative. This narrative has been modified from the originally submitted narrative on August 10, 2018.

Background/Overview:

On August 22<sup>nd</sup>, 2017, City Council Adopted Ordinance No 2011-11, the SJMR Property PUD. The subject Amenity application is consistent with the Preliminary Plat Petition No. 18-02PP. The Subject site and development application proposes to construct an Amenity Center with the proposed subdivision.

The Subject application is consistent with the Comprehensive plan.

The Subject application meets adopted minimum levels of service for the proposed facilities of which shall be maintained by the Community HOA.

The Subject application is consistent with the Preliminary Plat Petition 18-02PP of which the Amenity Tract and entry feature is proposed and defined.

The subject project is located within the Vicenza Subdivision which is located generally directly to the east of the Milano subdivision, south of Laurel Road, and north of Border Road. Access to the subject project shall be via Border Road upon the complete of Phase 1 of the subdivision. The project will have access from both Border and Laurel Road upon completion of both phases of the proposed subdivision.

Surrounding Property Information:

Direction	Existing Use	Current Zoning	Future Land Use Designation
North	Venetian Golf and River Club	PUD	Mixed Use Residential
West	Mixed Use Residential	PUD	Mixed Use Residential
South	Single Family Residential (5-acre tracts typical)	OUE (Sarasota County)	Rural
East	Mixed Use Residential	PUD	Mixed Use Residential

The enclosed application also includes the entry feature at the main entrance to the Vicenza development off Border Road. This specifically includes the gate house structure and monument signs.

**Design with community in mind**



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As described above, this application is closely related to the Preliminary Plat Petition No. 18-02PP for the Vicenza Phase 1 project. Since this S&D application is being submitted concurrently with the surrounding Preliminary Plat application, the property identification number (or PID) will change upon approval and recording of the final plat. The intent of this application is to be able to issue a building permit for the amenity and entry features before final plat approval. Construction plans for the amenity and entry feature (for an engineering permit application) are currently being reviewed by the City of Venice as these details are included in the overall engineering construction permit application (reference the Vicenza Phase 1 construction permit application submitted on October 23, 2018).

The following is a response to the Site and Development Plan Criteria found in Land Development Code Section 86-23(m) (1-12) as required by the City of Venice.

1. Sufficiency of statements on ownership and control of the development and sufficiency of conditions of ownership or control, use and permanent maintenance of common open space, common facilities or common lands to ensure preservation of such lands and facilities for their intended purpose and to ensure that such common facilities will not become a future liability for the city.

**Response: The deed was included in the original August 10, 2018 application. Furthermore, a signed and sealed survey was included with the Preliminary Plat application (18-02PP). These two documents show sufficient proof of ownership of the subject property.**

**Please see the enclosed “Declaration of Covenants, Conditions and Restrictions for Eagle Trace” which is provided as an example Declaration of Covenants for the project. This is the same example that was submitted with the preliminary plat application. Article 4 addressed the common property/common areas including the amenity and entry feature.**

2. Intensity of use and/or purpose of the proposed development in relation to adjacent and nearby properties and the effect thereon; provided, however, that nothing in this subsection shall be construed as granting the planning commission the authority to reduce residential densities below that permitted by the schedule of district regulations set out in this code.

**The project is an amenity center and entry feature to a subdivision and is therefore less intense than surrounding development.**

3. Ingress and egress to the development and proposed structures thereon, with reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian and other traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe or emergency.

**This is not applicable to the entry feature. However, the amenity is designed with a looped parking lot for maximum ingress and egress. Raised curb (or F curb) is proposed at the parking stall to protect pedestrians from vehicles that are parking. Utilities are also accounted for in the civil plans including an amenity water service and sanitary sewer service on sheet 4 as well as drainage facilities shown on sheet 6. Please refer to sheet 4 for a trash enclosure that will be utilized with a standard size refuse tote (the same as the residential homes).**

4. Location and relationship of off-street parking and off-street loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and screening and landscaping.

**Design with community in mind**





Reference: **Vicenza Amenity and Entry Feature – Project Narrative (Updated from Original Narrative Dated August 10, 2018)**  
**Site & Development Application for the Amenity Center and Entry Feature within the Vicenza Subdivision**

***The proposed structures are easily accessed by emergency personnel.***

5. Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.

***The front of the amenity is minimally screened and inviting to the subdivision homeowners. The rear of the amenity abuts a lake and two wetlands.***

***This item is not applicable to the entry features.***

6. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent and nearby properties and the consequences of such drainage on overall public drainage capacities.

***Drainage for both the amenity and entry feature is accounted for in the overall stormwater management system. The City of Venice defers to SWFWMD for stormwater requirements. Stantec is in the final stages of obtaining a SWFWMD Statewide Environmental Resource permit for the entire Vicenza project.***

7. Adequacy of provision for sanitary sewers, with particular relationship to overall city sanitary sewer availability and capacities.

***A concurrency determination application is on file at the City of Venice with both the SJMR PUD Rezone (2018-11) and the Vicenza Preliminary Plat (18-02PP).***

8. Utilities, with reference to hook-in locations and availability and capacity for the uses projected.

***Utility tie-in locations are accounted for in the overall subdivision Vicenza project.***

9. Recreation facilities and open spaces, with attention to the size, location and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relationship to community or citywide open spaces and recreational facilities.

***The amenity center is within a gated, private community. This item is not applicable to the entry feature.***

10. General site arrangement, amenities and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause substantial depreciation of property values.

***The project is arranged in a such a way that the general layout and proposed development are compatible and harmonious with the surrounding homes, wetlands, and proposed stormwater ponds.***

11. Such other standards as may be imposed by the city on the particular use or activity involved.

***The project meets the requirements of the approved SJMR PUD Rezone (2018-11) and is consistent with the Preliminary Plat (18-00PP) that currently on the City Commission agenda for approval.***



November 29, 2018  
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Reference: **Vicenza Amenity and Entry Feature – Project Narrative (Updated from Original Narrative Dated August 10, 2018)**  
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12. In the event that a site and development plan application is required, no variance to the height, parking, landscape, buffer or other standards as established herein may be considered by the planning commission. The planning commission may consider modifications to these standards under the provisions and requirements for special exceptions.

***No special exceptions are required as part of this application.***

We believe the submitted documents meet the completeness requirements for the Site and Development Application, but please do not hesitate to reach out to us for any questions or concerns.

Please contact our office with questions.

Sincerely,

**Stantec Consulting Services Inc.**

Melanie D. Smith, PE, LEED GA  
Senior Associate  
Tel: 941-907-6900  
E-Mail: [melanie.smith@stantec.com](mailto:melanie.smith@stantec.com)

c: Jacob DeLoach, Neal Communities, Inc.